

**URBAN CHOICE CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING – MINUTES  
THURSDAY, MAY 20, 2021**

**Present:** Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

**Absent:** Felicia Dees

**Guests:** Kirsten Barclay, Esq. and Dr. Alice Bartley

**Media Notification:** The Democrat and Chronicle was notified of the May 20, 2021 Annual Meeting and Regular Board Meeting on May 11, 2021.

**ANNUAL MEETING**

The Annual Meeting was called to order at 6:02 p.m.

**Motion 210520.1** Upon a motion by Bliss Owen and duly seconded by Michael Kohlhagen, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn the Annual Meeting and postpone until June.

**Voting in the affirmative:** Shakeel Armstrong, Mubarak Bashir, Michael Kohlhagen, Bliss Owen, Taj Smith

**Voting in the negative:** None

Motion 210520.1 passed 5 to 0

**BOARD MEETING**

The Regular Board Meeting was called to order at 6:03 p.m. and the Mission Statement was shared.

**Motion 210520.2** Upon a motion by Bliss Owen and duly seconded by Shakeel Armstrong, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the April 8, 2021 BoT Meeting Minutes.

Voting in the affirmative: Shakeel Armstrong, Mubarak Bashir, Michael Kohlhagen, Bliss Owen, Taj Smith

Voting in the negative: None

Motion 210520.2 passed 5 to 0

### **CEO's REPORT – Lynn McCarthy**

➤ **Dashboard Review – April 2021:**

- Enrollment is at 397 as of the end of April
  - ✓ Addition of a female student
  - ✓ One Student with Disabilities transferred out
  - ✓ English Language Learners stable at 11
  - ✓ Current school year wait list is 344
  - ✓ Demographics are consistent
  - ✓ 2021-22 school year wait list
    - 21-22 wait list – K list is exhausted with 212 on the list for other grades
    - Inquiry to be made to Good Schools ROC if any schools are able to share bottom students on waiting lists
    - Applications continue to be received – not worried about exhausting K wait list
  - ✓ 52 students left UCCS with 99 new students enrolled
  - ✓ Lottery was held on 4/6/21
- In person school attendance is strong, but remote learning attendance has gone down
- Three home visits were made in month of April
- Discipline data has increased
  - ✓ ATS in school suspension increases due to an increase in the number of students attending classes in person
  - ✓ Fifth grade class has the majority of issues
- Staff demographics have not changed
- Teaching staff is at 34 with 30 certified (pending Covid emergency certification and re-submission of documentation)
- State Assessments from 2018-2019 highlighted
  - ✓ Finished Book One for ELA and Math – required by the state that we participate
  - ✓ In the process of completing Book 2
  - ✓ Completion of Book 2 and then scoring by Premier

- We should have results from Book 2 before the end of the school year for students that attend classes in person (remote students had the option of coming in for testing and there was no participation)
- UCCS started with the Success for All program for benchmarking and have switched to Fountas and Pinnell
  - Five students are above grade level
  - Kirsten Barclay shared that SED will be focused on local assessments used in place of the State assessments
  - UCCS will use a database system called KEDS which will provide us with a picture of the entire student: behavior, iReady, Fountas and Pinnell, assessments creating a clear concise picture of all of the data
    - ✓ Contract will be signed soon
    - ✓ Training in progress with more to follow
      - Leadership Team will be trained in July
      - Will be rolled out in August when the teachers return
- Summer School Plans
  - Planned for July 6 – August 6 (Monday through Friday)
    - ✓ Offering to K-7 current students
    - ✓ 15 students per grade level participating
    - ✓ A teacher and teaching assistant will be placed in every classroom
    - ✓ Academic piece will be held from 8:30 a.m.-1 p.m.
    - ✓ 8:30 a.m. – 9 a.m. breakfast meeting with character trait books and work on the SEL (Social Emotional Learning)
    - ✓ Focus will be on ELA and Math during the academic time
    - ✓ Will offer an extended day from 1-5 p.m. and provided by The Center for Youth
      - Structured and organized with students rotating between programs such as dance/step/art/reading and academic work help
    - ✓ Teachers will work from 8 a.m.-1:30 with 30 minutes of planning time before and after teaching
    - ✓ Breakfast and lunch provided
    - ✓ District Nurse will be on site from 7:45 a.m. – 1:15 p.m.
    - ✓ Co-coordinators for the program
      - Heather Acosta
      - Dr. Amy Carroll
    - ✓ Looking at targeted small group instruction
    - ✓ Guided reading
    - ✓ Working on those foundational reading skills
    - ✓ Parent pick up at 5 p.m.
    - ✓ Project Boost planned in some of the after school programming
      - Carl Parris shared that E-sports has provided up-to-date content on the gaming industry
    - ✓ Kirsten Barclay shared that a revision request should be submitted to SED for the Summer School program highlighting the reason as learning loss for stimulus funds

- CEO requested approval to release offer letters of appointment to current staff members prior to the Budget approval
  - Will note that all offers are pending final approval by the BoT
- Teacher evaluations – significant work completed with the process
  - Michael Samuel shared that he recently completed formal observations for each teacher
  - Lesson plans were shared and then teacher observed
  - Feedback shared in a post-observation meeting
- End of year evaluation
  - To include overall teaching for the entire school year
  - Lesson planning, attendance, instructional practices, artifacts encouraged such as something implemented this year
  - Student achievement and success must be considered as the highest priority
  - Remote learning and what is considered through Danielson
  - Teachers are setting goals at the beginning of the year and following through
- Weighted lottery
  - Students enrolled with IEPs decreased
  - ELL students increased while students with IEPs decreased
    - ✓ Plan to amend the policy and increase the weights for the lottery next year to improve the odds for enrollments
    - ✓ Continue to increase recruitment efforts
- 2021-2022 School Calendar
  - Seeking Board approval
  - Snow day plan is returning to the original approach
  - 182 school days for students
    - ✓ Left those snow days in place with two extra days of instruction
  - 199 school days for staff
  - Following most of the Rochester City School District calendar
  - Ten-month staff will start on August 16 with two full weeks of PD followed by a return on September 7 with students to begin on September 8

**Motion 210520.3**                      Upon a motion by Michael Kohlhagen and duly seconded by Duwaine Bascoe, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the 2021-2022 School Calendar.

Voting in the affirmative:      Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative:            None

Motion 210520.3 passed 7 to 0

- Acceptable Use of Technology Policy

- Marquez shared a summary of the policy
  - ✓ All devices and technology are the sole property of UCCS
  - ✓ Policy will be shared with all at the beginning of the school year
  - ✓ Outlines the rights and responsibilities for students, families and staff members
  - ✓ Necessary to have accountability and shared responsibilities
  - ✓ Equipment is issued with strong functionality and must be returned in the same way with misuse creating a replacement fee of \$200-\$300
    - Will be understood by families prior to distributing these devices in good working order
- Taj Smith recommended a revision extending the pronoun use of “they or their” - edits will be made

**Motion 210520.4**                      Upon a motion by Miriam Miranda-Jurado and duly seconded by Shakeel Armstrong, the following was submitted for approval: **RESOLVED** that the Board of Trustees approve the Acceptable Use of Technology Policy.

Voting in the affirmative:      Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Michael Kohlhagen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative:          None

Motion 210520.4 passed 7 to 0

### **CEI’s REPORT – Michael Kohlhagen/Dr. Alice Bartley**

#### **Michael Kohlhagen:**

- Quarterly reports were delivered today to be shared with all board members
  - Going forward, will update our timelines and have Lynn Seaberg include in future board packets
- Excited about the partnership with the educational data warehouse being adopted
- Other collaborations are also being explored
- Analysis and use of data – underway this year and will continue
- Summer school planning
  - Will include as many elements as possible of Project Boost for enrichment for the afternoon of summer school
- Deliver opportunities and possibilities
- Board committee had a really good meeting with CEI for the evaluation – very excited to discuss the goals with respect to our common goals and work with the school next year

- Grant applications have been on hold
  - Will be meeting with Leadership and hope to submit an application for the first state grant available
- In the process of collecting resumes for additional local coaches (ELA to complement the math coaching)

**Dr. Alice Bartley:**

- Proud of the leadership team and staff at UCCS
  - Strong collaboration over the course of the year in light of all we have faced with the pandemic
  - Have enjoyed spending time in the building and will be back next week
  - As a team, plan is to finish and then start strong
- Summer school
  - Designed for a rich and robust experience
  - Radical Readers – this summer – thinking about what students need
  - Group of students on the bubble – engage those students with reading over the summer – developing critical thinkers
  - Seventh graders supporting the younger readers in the process
- Coaching cycles to see that movement and improvement to instruction core – student achievement and growth
- Summer Institute
- First year is the baseline year with the partnership adding to where the school year is now
  - Teachers/culture/climate/growth
- Eureka Math moving forward along with Wit and Wisdom
- Shared positive opportunity to work with Kelly Walker and Teaching Assistants – understanding roles and positioning for next year
- Connecting teachers with TA's for the next school year
- Instructional audit piece
- Guided readers
  - Take guided readers across the grade bands
  - Every student will be engaged in extended reading time
- Seminars – rich critical thinking
- Free reading when they have opportunities
- Chris Vernon reinforced that the focus is on having all of the pieces in place for next year
- Michael Samuel and Carol Jones are ensuring that each and every platform is being used and supporting RtI
- Social Studies curriculum will be reviewed – how much aligned with Wit and Wisdom
  - Challenge will be content for Social Studies and Science – not adopting a specific curriculum
- Handbooks created for each team
- Culture/Climate – Carl Parris and Kelly Walker - reducing altercations
  - Ensuring that everyone in the building is instructionally focused

- Carl added that they identify and have a weekly agenda – academics/behavior/social emotional pieces
  - Additional support and services, reaching out to the teachers involved and seeking input to share with families – bringing all together to identify how best to support
  - Ensuring that every student can achieve
- Teaching Assistant Evaluations
  - CEO shared that the TA's are being evaluated – Kelly Walker completed
    - ✓ TA's set goals for themselves
    - ✓ There is always room for growth
    - ✓ Danielson framework in place

### **TREASURER's REPORT – Bliss Owen**

- Report as of March 31, 2021 was shared
  - Cash position up \$836K compared to last March
  - \$733K of PPP loan received
  - Inero is working on the forgiveness – to be determined if we have to pay back some of the loan
  - Property depreciation - wrote off assets when we moved from the building
  - Accounts Receivable \$39K
  - Increase in our net assets
  - Detailed profit and loss comparisons
  - Explanations for variances shared in report
  - Just received our increase in the money at the Community Foundation -\$46K increase not included in report – arrived after our Finance Committee meeting – bottom line will go up
  - Payroll under budget \$500K
  - Audit scheduled
    - ✓ Preliminary work for the audit in June
    - ✓ Information needed has been requested
- All financials were reviewed at the Finance Committee meeting – no concerns or issues

### **GOVERNANCE COMMITTEE – Miriam Miranda-Jurado**

- Met with CEI this week to discuss the preliminary findings of the evaluation of the work this year
  - Will be meeting again – updating and reviewing
  - Will share feedback and update on their accomplishments
- Need to expand membership on the board
  - A lot of work to be done
  - Organize our committees – a lot of work to be completed

- Seeking professionals in education, finance, social emotional learning

### **CHAIR REPORT – Mubarak Bashir**

- Extended appreciation to Miriam – a very long process of evaluation
- Seeking input from all of our stakeholders
- A special session will be scheduled to meet with the board to review with CEI

### **PUBLIC COMMENTS - None**

**Motion 210520.5**                      Upon a motion by Bliss Owen and duly seconded by Duwaine Bascoe, the following was submitted for approval: **RESOLVED** that the Board of Trustees adjourn at 7:57 p.m.

Voting in the affirmative:      Shakeel Armstrong, Duwaine Bascoe, Mubarak Bashir, Michael Kohlhausen, Miriam Miranda-Jurado, Bliss Owen, Taj Smith

Voting in the negative:            None

Motion 210520.5 passed 7 to 0

**NEXT BOARD MEETING:** June 10, 2021